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| **INSERT ORGANISATION’S NAME** |  |
| **POSITION TITLE: Community Nurse: Primary Health Care** | |

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| **Date produced/reviewed:** |  |
| **Position holder’s name:** |  |
| **Position holder’s signature:** |  |

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| **Manager’s name:** |  | | |
| **Manager’s signature:** |  | | |
| **Date:** |  | **Next review date:** |  |

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| **Responsible to** | Manager for operational achievement of objectives and goals for the service. Where the manager is not a nurse professional development and accountability may be with a Director of Nursing, or equivalent, in the organisation. | |
| **Functional Relationship with:** | *Delete/include as appropriate* |  |
| **Internal:** | Nursing directorate, clinical / charge nurse manager, nursing staff and students.  Medical, health care assistants, and administration staff. | All allied health professionals - pharmacists, physio, social worker, midwife. |
| **External:** | Individual/family/whānau  PHO / Hospitals/ /General Practice /  Aged Residential Care.  Govt agencies – WINZ/CYPFS/schools  Community groups & centres including local Iwi and migrant communities. | PHO/DHB Nursing directorate .  Primary Options for Acute Care (POAC)  Nursing Organisations.  Emergency services.  Suppliers. |
| **PURPOSE OF POSITION** | | |
| To provide clients and their families/whānau with contemporary nursing care that is client centred, based on comprehensive nursing assessment, ensures continuity, is culturally sensitive, and evidence-based to optimise quality of life. The Community Nurse will provide holistic care in an autonomous manner within the community through a multidisciplinary approach to assist clients and their family-whānau to meet their individual health needs. A Community Nurse may include tamariki ora, whānau ora, community mental health, district, public health, and other community-based nurses not specified here. | | |
| **NATURE AND SCOPE OF ACCOUNTABILITIES** | | |
| Clinical and Professional Leadership | | |
| * Contribute to the review of the current system and assist in the development of any future systems to improve care received by clients. * Support primary health care providers to ensure that referrals to other health practitioners and services are effective and timely. * Maintain appropriate standards of clinical care, consistent with NZ Standards and guidelines. * Assist in the development of any clinical policies and procedures if required. * Inform clients of the complaints process and the Code of Rights. * Plan and deliver specific training programmes for general practitioners, practice nurses, other health professionals and community health workers as agreed. | | |
| Client Care Coordination | | |
| * Aim for a ‘people-centred’, holistic approach to care with a focus on family/whānau or self management. * Practices nursing in a negotiated partnership with the client, family/whānau. * Work with the client, primary health care provider including general practice and/or Māori/Iwi provider, and other service team members, to develop and document one comprehensive plan of care, which encompasses the client/whānau and includes all the support services that the client/whānau requires. * Work with the client to undertake assessment, planning, implementation, evaluation and documentation of individual client care. * Understand and work towards addressing health inequalities and specific health needs of the community you work in. * Clients are given choices of clinic venues including general practice and/or Māori/Iwi provider. * Identify priorities for clinical action and acts appropriately. * Deliver appropriate and proficient care to any client/whānau throughout their active episode of care. * Care plan documentation reflects actual assessment findings, potential service delivery needs, changes in care needs and where applicable MDT consultation that enhances the client journey. | | |
| Education and Clinical Teaching | | |
| * Provide relevant education to people, their whānau and the general population. * Empower clients and families/whānau to self determine to choose their lifestyle range of health care options, and promoting self care. * Develop and deliver education programmes to enable clients, families/whānau and/or communities to maximise their independence. * Provide ongoing care as per relevant guidelines. * Work to develop coping strategies with clients and their families/whanau throughout the continuum of care to encourage self-management. * Active participation in preceptoring and supervision of new staff, enrolled nurses, students and health care assistants. * Participate in relevant education sessions. | | |
| Continuous Quality Improvement | | |
| * Participate in service development initiatives as agreed with manager. * Develop and implement quality improvement activities which are appropriate to the service. * Assist in internal clinical audits as appropriate. * Utilise research based practice ensuring standards are identified and met. * Assist staff in evaluating complex situations and encourages reflective practice. * Participate fully in case review /peer review/other quality improvement activities, encouraging reflective practice to evaluate complex situations and enhance the client journey. | | |
| Professional Development and Clinical Competency | | |
| * Communicate effectively with members of the health care team, clients and their family/whānau, including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion. * Management of clients and/or communities utilising evidence based nursing practice. * Reflect critically upon own practice. * Participate in peer support programme/clinical/professional supervision as relevant and the annual appraisal process. * Explore innovative practice. * Keep relevant knowledge and skills updated. | | |
| Cultural Competence | | |
| * Practice in a way that respects each health consumer’s identity and right to hold personal beliefs, values and goals. * Tikanga Māori will be observed wherever appropriate, such as use of Te Reo Māori, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.   Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies.  Integrate Māori practice models alongside clinical practice as possible.  Undertake cultural supervision as required.  Tino Rangatiratanga is encouraged in all professional relationships.   * Ongoing upskilling and training in Te Ao Māori. | | |
| Health and Safety | | |
| **Recognise individual responsibility for workplace health and safety under the Health and Safety Act 1992.**   * The Organisations Health and Safety policies are read, understood, and role modelled throughout the practice. * Workplace hazards are identified and reported including self-management of hazards as appropriate. * All near misses/incidents/accidents are reported to manager within 24 hours. * Participate in Health and Safety management systems and initiatives throughout the service area. | | |
| Utilise Information Technology | | |
| * Access and use available clinical information systems. * Competently utilise software and applications relevant to the workplace and role. For example Medtech, Concerto. * Interpret and utilise data to support a population health approach. * Familiar with programmes to develop professional presentations. | | |

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| Problem complexity | |
| The Community Nurse is expected to demonstrate health assessment, diagnostic reasoning and interpretation skills along with critical thinking, and manage a variety of complex and unpredictable problems. | |
| Scope of Action/Delegations | |
| The Community Nurse is required to develop innovative approaches to problem solving and utilise the skills of other team members to coordinate and resolve problems. They frequently need to develop individual solutions for each issue and problem. | |
| Budget: | This position does/does not hold a budget. |
| Direct reports: | This position has (list) / has no direct reports. |

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| **PERSON SPECIFICATIONS** | |
| **Education:**  Essential | Desired |
| * Registered Nurse with Nursing Council of NZ. * Working towards or completed post-graduate nursing qualification. * Holds current Annual Practising Certificate. * CPR Certificate. | * Education/clinical teaching qualifications. * Independent Vaccinators Certificate. * ABC Smoking Cessation Training. * Working towards or completed post-graduate nursing qualification. |
| **Experience/Knowledge**  Essential | Desired |
| * Understanding of medico/legal and ethical responsibilities. * Knowledge of current government strategies, policies, codes, guidelines and legislation relating to nursing and health. * The ability to work independently and be a member of a team. * Experience in problem solving, priority setting, and planning. * Ability to critically examine practice utilising evidenced based nursing. | * Minimum 5 years recent clinical experience. * Functioning at Competent level or above on PDRP. * Proven understanding of the environmental factors affecting primary health care services. * Good understanding of the specific health needs of local populations – in particular Māori and Pacific. An understanding of special health needs of DHB’s/PHO’s population respective to Māori and Pacific. * Proficient in the use of relevant IT systems. * Negotiation/mediation management skills. * Involved in research, teaching and innovation that has changed clinical practice. * Experience of working across both primary and secondary services. * Understanding of integration relevant to the local DHB. |
| Specific Skills/Personal and Professional Qualities | |
| * Cultural awareness and its application to nursing practice. * Legal and professional accountability. * Holds personal nursing indemnity insurance. * Approachable. * Planning and organising. * Integrity and trust. * Communication Skills. * Initiative. * Negotiation and conflict resolution. * A professional development plan | * Active involvement in relevant professional / other organisations. * Suitable for a nurse working towards a nurse practitioner role. |